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# Parent Leadership Toolkit: Tools for Effective Advocacy

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# Overview

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As advocates, leaders, and community members, parents are capable of providing unique grassroots educational leadership in our schools. We cannot create high-quality schools without the partnership of parents. Empowering the voices of parents in our education system is critical to the success of our students.

Creating and establishing parent organizations are a useful and effective way to organize parent voices and amplify their power in the educational landscape. Effective advocacy involves identifying the purpose and objectives of the work in the communities, understanding the issues and opinions behind the causes, investing in the power of the advocates, and strategically leveraging available tools and skills to maximum utility.

This toolkit provides an outline of how to create and establish a parent organization with the right structure, leadership, and procedures for your school through the following steps:

1. Knowing the Issues
2. Understanding the Terms
3. Getting Started
4. Connecting Advocacy to Action, Goal/Agenda Setting, Establishing Mission & Vision
5. Nuts and Bolts – Establishing Procedures and Operations
6. Funding and Budgeting
7. Building Relationships and Partnerships, Establishing Trust, and Fostering Effective Communication
8. Diversity and Recruitment

# Step 5:

## Nuts and Bolts - Establishing Procedures and Operations

# Nuts and Bolts: Resources

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After establishing the organization, the next step is to maintain procedures and operations in fully functional and collaborative ways.

[School Meeting Marketing Checklist](#)

[Sample Articles of Incorporation](#)

[Bylaws Worksheet and Example](#)

[Conflict Resolution Protocols](#)

[Parent Organization Voting Procedures for Leadership Roles and Bylaws](#)

[Roberts Rules Of Order](#)

[How to Apply for Tax-Exempt Status](#)

[How to Make Your PTO Tax-Exempt](#)